



Community Behavioral Healthcare Association of Illinois

**CBHA's 45th Annual Conference
December 11 & 12, 2017**

**Hyatt Regency Woodfield
Schaumburg, Illinois**

Exhibitor and Sponsorship Prospectus

Your Invitation to CBHA's Annual Conference



A photograph of the Chicago skyline at night, with the city lights reflecting on the water. The text is overlaid on the bottom half of the image.

Community Behavioral Healthcare Association (CBHA) invites you to Exhibit at its Annual Conference

CBHA is recognized as the premier association serving the needs of behavioral healthcare providers. This event is one of the largest, most widely attended and well respected of any mental health, developmental disabilities, and substance use trade association conferences in Illinois. Each year more and more organizations have added to the success of our conference by participating as an exhibitor, sponsor, and/or advertiser. Your participation this year assures you an opportunity to meet behavioral health care providers from across the state.

This conference brings together the leaders of behavioral healthcare - from community-based providers, to provider owners, to behavioral healthcare systems, to provider networks, to county and regional authorities, and to state association providers. Representation at this conference provides your organization with access to the professionals who influence the purchasing decisions of their organizations and who are eager to see your current products and services. Chief executive officers, board members, chief operating officers, risk managers, medical and nursing directors, clinical directors, financial officers, information systems managers, marketing and public relations professionals, research and evaluation managers, community education coordinators, program directors, and state and county mental health and substance use directors are but a few of the many participants at this conference. Access these key individuals to reach the organizations they represent.

All exhibitors and sponsors will be recognized in the Conference Program (if application and payment are received by November 16, 2017) in the on-site registration packet. CBHA looks forward to including you among the select group of exhibitors and sponsors for our 2017 Annual Conference. It's an opportunity you will not want to miss!



Community Behavioral Healthcare Association

Exhibitor Information

CBHA's Annual Conference

December 11-12, 2017

Hyatt Regency Woodfield

1800 E. Golf Road

Schaumburg, Illinois

You will Benefit from...

...CBHA's Commitment to You

The CBHA 2017 Annual Conference is a vital component of the conference program and we make every effort to guarantee success for our exhibitors. The hall is the central meeting point of the conference and is designed to give you, the exhibitor, maximum opportunity to meet with the conference registrants.

The Traffic

The hall is located in the registration area and will be the center for pre-meeting breaks, morning and afternoon refreshment breaks, and pre-luncheon networking time; drawings and special events are designed to ensure a high flow of traffic and visibility for your exhibit. In addition, a Networking Reception has been scheduled in the Exhibits Area for Monday, December 11th, 5:00 - 6:00 pm.

Who will attend the CBHA Conference?

- CEOs, CFOs, COOs
- Managers & Administrators
- Clinical Supervisors & Counselors
- Risk Managers
- Employee Assistance Professionals
- Private Practitioners & Family Therapists
- Nurses, Educators, Social Workers
- Business Managers & Human Resource Managers
- Child & Adolescent Specialists

An ideal Marketing Medium, where you can:

- Introduce new products or services
- Provide an introduction to your consulting services
- Generate new sales leads
- Demonstrate products
- Increase sales
- Conduct market research

- Network with customers
- Build visibility of services
- Expand your referral network

What do Conference Attendees Purchase?

- Hardware and software for business management, client appointments, clinical management, and other healthcare business
- Management services
- Pharmaceutical products
- Outcome systems
- Professional publications
- Liability and business insurance
- Financial services
- Furniture for office, waiting room, and residential treatment areas
- Therapeutic and recreational equipment
- Videotapes and resource materials - for staff, client, family, and community education
- Psychoeducational programs
- Board orientation and in-service education resources
- Resources for functioning effectively under managed care systems
- Human resource management systems
- Clinical services
- Consulting services

Additional Marketing Opportunities

Sponsorship & Advertising

Support CBHA and gain visibility by sponsoring a reception, coffee break, speaker or event. Call us about our many sponsorship benefits.

For information on any of these opportunities, contact Sheryl Turpin of CBHA at 217.585.1600

***For information on any of these opportunities, contact
Sheryl Turpin of CBHA at 217.585.1600***

Exhibitor's Information

Assignment of Exhibit Space

Booth assignment will be made according to the date of application.

Contract for Exhibit Space

The enclosed application for space, the formal acceptance of CBHA, and the full payment of rental charges together constitute a contract for the right to use space. CBHA reserves the right to reassign exhibit space allotted under such contracts.

Payment for Exhibit Hours and Dismantling

The full payment of the exhibit space is due when the application is submitted. Make checks payable to CBHA and forward check and application to CBHA, 3085 Stevenson Drive, Suite 203, Springfield, IL 62703.

Installation, Exhibit Hours, and Dismantling

Installation:*

Monday, December 11th
7:00 am - 9:00 am

Exhibit Hours:*

Monday, December 11th

9:00 am – 10:00 am (registration time)
2:00 - 3:00 pm (pre and post refreshment break)
5:00 - 6:00 pm (Reception in Exhibit Hall)

Tuesday, December 12th

8:00 am - 9:00 am (registration time)
10:00 – 11:00 am (pre and post refreshment break)
Exhibit hours have been extended to include workshop hours and are optional at the discretion of the exhibitor, however, limited traffic in the hall can be expected. **Dismantling may NOT occur during sessions.**

Dismantling

Tuesday, December 12th

*Social functions located within the Exhibit area. Exhibitors are invited to participate and exhibit, however, attendance is optional. **Dismantling may NOT occur during sessions.**

Cancellation of Exhibit Space

Exhibit space may be canceled up to November 12, 2017 with a cancellation charge of one half the price of the space. Cancellation after that date will be assessed a cancellation charge equal to the full price of the space.

Use of Exhibit Space

(A) All demonstrations and distributions of circulars and promotional material must be confined to the limits of the exhibitor's booth. No exhibitor shall assign, sublet, or share the space assigned without the prior consent of CBHA. Exhibits must feature products and services of their regular course of business, unless otherwise approved by CBHA.

(B) Exhibits which include the operation of musical equipment, radios, sound motion picture equipment, public address systems or any sound-making device must be operated so that the volume will not annoy or disturb adjacent exhibitors and their patrons and must be approved by CBHA, said approval to be at the sole discretion of CBHA.

(C) Exhibitors are required to have their exhibit space

neat and orderly at all times. Judgments concerning these matters are the sole discretion of CBHA.

(D) Removal of the exhibit must proceed during the hours stated. No early dismantling of the exhibit will be permitted. Should the exhibitor fail to remove his exhibit, this removal will be arranged by the hotel at the exhibitor's expense.

(E) Installation, operation and removal of exhibits shall be done without causing undue interference with other exhibitors, visitors or other individuals entitled to be on the premises of the exhibit area. Judgments concerning these matters are the sole discretion of CBHA.

Liability

The exhibitor hereby agrees to and does indemnify and hold harmless and defend CBHA, the Hyatt Regency Woodfield, their officers, agents and employees from and against damage, cost or expense of any kind whatsoever (including but not limited to cost, interest and attorney's fees) which CBHA, or the Hyatt Regency Woodfield may incur, suffer, but put to, pay or be required to pay incident to or arising directly or indirectly from any intentional negligent act or omission by exhibitor or any of their employees, servants, or agents, subject to the provisions herein. The exhibitor further agrees that CBHA, its officers, agents and employees shall not be responsible in any way of (i) damage, loss or destruction of property of exhibitors or (ii) injury to exhibitor or its representatives, agents, employees, licensees or invitees; and agrees to and does indemnify, hold harmless and defend CBHA, its officers, agents and employees from any claims arising out of damage, loss or destruction under (i) or (ii) herein.

Inability to Hold Show

If because of war, fire, strike, exhibit facility construction or renovation project, government regulation, public catastrophe, act of God or the public enemy, or other cause beyond the control of CBHA, the conference or any part thereof is prevented from being held or is canceled by CBHA or the exhibit space becomes unavailable, CBHA shall determine and refund the exhibitor its proportionate share of the balance of the aggregate exhibit fees received which remains after deducting expenses incurred by CBHA and reasonable compensation to CBHA but in no case shall amount of refund to the exhibitor exceed the amount of exhibit fee paid. CBHA shall not have other further liability to exhibitor. (The exhibitor may consider obtaining appropriate insurance coverage at its cost and expense for this contingency. CBHA does not furnish same directly or indirectly.)

Insurance

The exhibitor shall at its sole cost and expense, procure and maintain throughout the term of the contract for exhibit space, comprehensive general liability insurance against claims for bodily damage or death and property damage occurring in or upon resulting from the premises leased. The exhibitor shall, at its sole cost and expense, procure and maintain throughout the term of this contract, worker's compensation and occupational disease insurance

in full compliance with all federal and state laws covering all exhibitor's employees engaged in the performance or any work for the exhibitor. All property of the exhibitor is understood to remain under his/her custody and control in transit to, within, and in transit from the confines of the exhibit hall.

Repairs and Damages

Exhibitors are liable for any damage caused by fastening displays or fixtures to the building floors, walls, or the standard booth equipment, or for damage caused in any manner. Exhibitors may not apply paint, lacquer, adhesive or any coating to the building walls and floor or to standard booth equipment.

Fire and Safety

All display materials must be flameproof and subject to inspection by the Chicago IL fire department. No flammable liquids or substances may be used or shown in booths. If inspection indicated that an exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards, the right is reserved to cancel all or such part of an exhibit as may be irregular. Exhibitors shall comply with all local fire regulations.

Security

Security provided will be that of the hotel security staff. The duty of the guards will be to protect the general exhibit area against fire or other catastrophes. Neither CBHA, nor the Hyatt Regency Woodfield assumes any responsibility for exhibitors' personal property or theft of such.

Electrical Service

Any booth requiring electrical service (standard or special) will need to pay an additional charge direct to the hotel. Wall, column and permanent utility outlets are not to be used by the exhibitor, and are not a part of the rental space. All lighting displays, motors and other types of electrical equipment must be wired to meet Chicago Electrical and Fire Codes. Use of open sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits are prohibited. All outlets will be installed in the rear of the booth or exhibit, unless otherwise specified by the exhibitor. In the event that other locations are desired, an additional charge will be levied. Any exhibitor who requests electrical service and does not use such is not released of the liability of payment. Cancellations must be made ten (10) days prior to the event. Please request additional information if electrical service is needed. Hotel prices subject to change.

Drayage

It is the exhibitor's responsibility to prearrange drayage services with the hotel. Contact Convention Services at the Hyatt Regency Woodfield at 847.517.6915.



Exhibit Contract and Application
CBHA 2017 Annual Conference
December 11-12, 2017
Hyatt Regency Woodfield, Schaumburg, Illinois

Name of Organization _____
exactly as will appear in printed materials

Address _____

City _____ State _____ Zip _____

Contact Person _____

Phone & Fax _____

Email _____

Do You Need Electrical Service _____

- YES, Please send me an electrical request form and agreed to contract with the hotel for such.
 NO

Representative(s) Attending Annual Conference Exhibit Show (for name badges- max of 2)

Name _____

Name _____

- Sponsorship Activities** Workshop Support - \$1,000 Reception Co-Sponsor-\$1,500
 Coffee Break-\$500 Lunch Sponsor - \$2,000
 Other _____(please list)

Advertising Opportunities in Conference Program Booklet

- Full page ad \$600 (full color) or \$500 (b&w)
 Half page ad \$400 (full color) or \$300 (b&w)
 Quarter page ad \$350 (full color) or \$250 (b&w)

Exhibit Fee

All booths will be 8' tabletops (not booths). Booth assignments will be WITHIN the workshop rooms and immediately adjacent to conference registration. Rental includes an 8' table and two chairs as standard booth equipment. The exhibit hall is carpeted and no pipe and drape will be utilized. Any exhibitor wishing to have more than 2 representatives per booth must pay an additional fee of \$99 per day, per representative. Exhibitors are welcome to rotate staff at no additional costs so long as no more than 2 representatives are on the floor during exhibit hours or during social functions. **EXHIBIT FEES INCLUDE ADMITTANCE TO WORKSHOP SESSIONS AND ALL FOOD FUNCTIONS INCLUDING LUNCH BOTH DAYS (for 2 representatives).**

Rates

- One Tabletop Exhibit Booth (must fit on a 6' table) - \$775
 Dual Booth* (2 table tops - \$875)

*Any booth equipment that curves or disrupts the flow of traffic or view of other exhibitors must pay the oversize fee and will be assigned a booth accordingly.

Description

Please include a description of 40 words or less for your products and/or services to be included in the conference listing of exhibitors. Failure to include the text for printed material may result in omission in the conference program.

Printing deadlines for inclusion in printed material is November 16, 2017. Space is limited and will be assigned on a first come, first served basis. The exhibitor agrees to abide by all exhibit terms, conditions, and regulations set forth on both sides of this contract.



Community Behavioral Healthcare Association

CBHA's Annual Winter Conference

**December 11-12, 2017
Hyatt Regency Woodfield
Schaumburg, IL**

Community Behavioral Healthcare Association
3085 Stevenson Drive, Suite 203
Springfield, IL 62703
Phone (217) 585-1600 ♦ Fax: (217) 585-1601





HYATT REGENCY SCHAUMBURG CHICAGO

1800 E. Golf Road, Schaumburg, IL 60173

(847) 605-1234 - phone

(847) 605-0328 - fax

CREDIT CARD AUTHORIZATION FOR GUEST

Date of Arrival _____

Name of Guests _____

Address _____

City/State/Zip Code _____

Business Phone # _____

PAYMENT

This credit card information is for payment of:

D Room & Tax D Incidentals D All Charges

Card Number _____

***A legible photocopy of the front and back of the credit card must accompany this document.**

Expiration Date _____

Cardholder's Name _____

Cardholder's Signature _____

Comments _____

For In-House Use Only
Sales/Conv./Catering Mgr: _____
Date: _____ Amount \$ _____ Received _____





HIGH SPEED INTERNET ACCESS AND NETWORK SERVICES

The PSAV High Speed Advantage

PSAV® Presentation Services recognizes the time and budget your organization dedicates toward events. Offering fast, reliable and secure connections enables PSAV to provide customers with complete HSIA solutions and the peace of mind that comes with having the support of the world's most experienced event technology leader.

Fast – Reliable – Secure Connections

- Superior Bandwidth Access
- Carrier Grade Equipment
- 24 / 7 / 365 Network Monitoring from our NOC

Complete Peace of Mind

- Integrated Event Technology
- Certified Training
- Professional Onsite Team

Custom High Speed Solutions

- Wired or Wireless Connections
- Dedicated Bandwidth
- Custom Configurations

Streamlined Experience

- Consultative Planning Process
- Post-Show Review
- Transparent Billing

A Better Network — A Better Meeting

➤ Add value to your meetings with technology

At PSAV, we deliver complete HSIA solutions that empower your meeting and add value for your delegates. Solutions including computer and networking rental equipment along with dedicated internet access allow your delegates to maximize their productivity.

➤ Redefine the event experience

Make the switch to mobile applications and transform your next event into an incredible interactive experience.

➤ Best in class

PSAV knows how to optimize an HSIA package to support your specific mobile needs.

➤ Create a virtual meeting with our complete HD Video Conference solution

- Perfect for those VIPs, regional groups, and presenters who are unable to attend
- Hundreds of certified locations around the world
- Ability to network a single or multiple remote locations
- Capable of Telepresence or General Session modes
- All equipment and dedicated internet services in one package

Ask your PSAV® Presentation Services representative how these services can add value and enhance your next meeting.



**HYATT
REGENCY**

SCHAUMBURG, CHICAGO

Eric Sawyer | Director, Event Technology | 847.240.5490

Hyatt Regency Schaumburg Chicago | partner.psav.com/hyattregencyschaumburgchicago





Integrated Solutions for Reliable and Secure Connections

The following are examples of typical solutions:

Bandwidth	Low	Medium	High
Number of attendees	100	100	100
Intended Internet use	Simple email and web	Audience response, critical web browsing	Streaming media content, file downloads
Bandwidth recommended	5 Mb/s	15 Mb/s	25 Mb/s

Your PSAV representative will also help you with any custom bandwidth requirements for your event. Whatever your bandwidth needs, your PSAV representative will be more than happy to assist you.

➔ Daily Bandwidth Pricing

The Hyatt Regency Schaumburg Chicago has 100 Mb/s of bandwidth available. Larger services available with advanced notice.

	Bandwidth						
	512 kb/s	1 Mb/s	1.5 Mb/s	3 Mb/s	5 Mb/s	7 Mb/s	10 Mb/s
Daily Pricing	\$400	\$760	\$1,075	\$1,855	\$2,755	\$3,395	\$4,395

Weekly rates are also available. The service includes unlimited device connections, throughout the contracted space. Additional wired and wireless equipment build-outs and larger bandwidth services are available with additional fees.

➔ Basic Wi-Fi Pricing

Basic Wi-Fi is suitable for getting online to check email, social media and browse regular websites. It offers a value solution for reliable Internet connectivity.

Per Day	\$39 per individual Connection	\$299 per 10 Connections	\$499 per 20 Connections
---------	--------------------------------	--------------------------	--------------------------

For larger groups or groups with higher level requirements please contact your PSAV representative for more information.

➔ Specialty Packages

- Discounts may apply based on volume, specific need and overall event scope. Please contact your PSAV representative for more information.

➔ Custom Configurations

- Onsite Network Engineer** – In addition to trained onsite technicians, PSAV can provide a dedicated, onsite network event professional to ensure a full network experience starting from \$1,250 per day.
- Event-Specific Networks** – PSAV can design a customized network for specific event requirements.

➔ Bundled Services

- Package pricing available for mobile app solutions.
- The required dedicated bandwidth for HD Video Conferencing is 3 Mb/s offered at \$750 per day when purchased with PSAV HD Video Conferencing equipment.

Additional charges for labor and equipment may apply, including a 24% Service Charge. Please contact your PSAV representative for more information.

Eric Sawyer | Director, Event Technology | 847.240.5490

Hyatt Regency Schaumburg Chicago | partner.psav.com/hyattregencyschaumburgchicago



ENGINEERING SERVICE

Name: _____

Company Name: _____

Event Name: _____

Booth/Table Number: _____

Date & Time of Show: _____

Payment Method (Guest Room, Credit Card*, Master Account):

*Please fill out Credit Card Authorization Form

Service and/or equipment	Standard Price	Remarks	Quantity Needed
Power strip	\$30.00 Each	Includes labor	
20 amp / dedicated circuit	\$65.00 Each	Includes labor	
100 amp / Three phase tie in	\$850.00 Each	Includes labor on straight time to connect & remove panel	
100 amp / Single phase tie in	\$450.00 Each	Includes labor on straight time to connect & remove panel	
200 amp / Three phase tie in	\$1200.00 Each	Includes labor on straight time to connect & remove tails installed in panel.	
Convention Engineer	\$65.00 per hour	One hour minimum Straight time	